

**INFORMATION TO  
BE PROVIDED TO  
FOSTER PARENTS/  
RELATIVE/  
UNRELATED  
CAREGIVERS**

See SRM 131, Confidentiality - Release to Foster Parent/Relative/Unrelated Caregiver.

To determine the information that must be redacted prior to release to the foster parent, see also SRM 131, Confidentiality - Foster Care Records.

**Required Ongoing  
Information for  
Foster Parent/  
Relative/Unrelated  
Provider**

See SRM 131, Confidentiality - Ongoing Foster Care Placement.

**Information That  
Cannot be  
Released to Foster  
Parent/Relative/  
Unrelated  
Caregiver**

See SRM 131, Confidentiality - Children's Services for further information regarding confidentiality standards regarding the CPS reporting person, mental health, substance abuse, medical, law enforcement, educational, Social Security numbers, etc.

**INFORMATION  
REQUESTS BY  
CAREGIVERS  
REQUIRED  
RESPONSE**

See SRM 131, Confidentiality - Ongoing Foster Care Placement.

Information must be provided as it becomes available. Documentation of the release of information to foster parents/relative/unrelated caregivers prior to placement must be contained in the child's case record as part of the SWSS CPS transfer to foster care information. Documentation of additional case record information released to

foster parents/relative/unrelated caregivers must be in social work contacts.

**INFORMATION  
REQUESTS BY  
PARENT(S)/LEGAL  
GUARDIAN(S)**

See SRM 131, Confidentiality - Release to Parent(s)/Legal Guardian(s).

**RELEASE OF CPS  
INFORMATION**

See SRM 131, Confidentiality - Child Protective Services Records.

**INFORMATION THAT  
CANNOT BE  
RELEASED**

See SRM 131, Confidentiality - Children's Services for more details regarding information that must not be released from the case record.

See FOM 722-11 for information on consent for Media Interviews.

**RELEASE OF  
CHILD'S  
INFORMATION TO  
OTHERS**

See SRM 131, Confidentiality - Children's Services.

**Consent for  
Release of  
Information to  
Others**

For all children, only non-identifying information may be released to persons other than those listed above pursuant to the Child Care Organizations Act, MCLA 722.111 to 722.128.

Release of information to parties other than those listed above requires special consideration and the individuals listed below must authorize release:

| Types of Care/Legal Status | Authorizing Party                    |
|----------------------------|--------------------------------------|
| Temporary court ward.      | Court/judge & parent/legal guardian. |
| Permanent court ward.      | Court/judge.                         |
| State ward (Act 220).      | MCI superintendent.                  |
| State ward (Act 296).      | MDHS director* & MCI superintendent. |
| Voluntary foster care.     | Parent/legal guardian.               |
| MCI-O                      | MCI superintendent.                  |
| OTI foster care.           | Sending state authority/court.       |
| Child placed out of state. | Michigan authority supervising child |
| * or designee              |                                      |

**RELEASE OF  
INFORMATION TO  
THE OFFICE OF  
CHILDREN'S  
OMBUDSMAN**

All contacts by the Office of Children's Ombudsman (OCO) regarding DHS matters relating to requests for records or documents must be made by the ombudsman (or designee) through the DHS Office of Family Advocate (OFA). See SRM 132, Response to the Office of Children's Ombudsman.

See SRM 131, Confidentiality - CPS Case Information.

**FOSTER CARE  
REVIEW BOARD  
REQUIRED  
INFORMATION**

MCL 722.136 requires DHS, child care organizations and others responsible for supervising a child in foster care to release case record information to the foster care review board (FCRB) upon their request. the statute also requires the department and child care organizations to cooperate with the state court administrator.

Cooperation includes release of the requested information within the time frame specified by the FCRB (See SRM 131, Confidentiality, Children's Services).

Cooperation also includes FC worker attendance at the FCRB hearings to provide further information as necessary. Additionally, the statute requires the same cooperation from purchased child placing agencies.

## **RESIDENTIAL CARE REFERRAL PACKETS**

The residential contractor must accept and act on referrals from the department upon receipt of the department's referral packet. Any contractor forms or narrative information required on a referral must be completed by contractor staff from information in the department's referral packet or other sources. Department staff must not be required to complete application or other contractor forms for inclusion in the agency case record or agency files or for any other purpose. If there are problems, contact purchased services division.

### **Referral Packet**

The department's referral packet must include the following:

- Copy of the commitment order or placement and care order from the court, or appropriate documentation of authorization from the local law enforcement agency.
- Copy of the Initial Service Plan (DHS-65 [RFF 65]), Updated Service Plan(s) (DHS-66 [RFF 66]), progress report(s), and Case Action Summary(ies) (DHS-69 [RFF 69]) from prior placement(s) if applicable as required by child placing agency (CPA) rules and department policy as specified in FOM 912. If any of these documents are incomplete at placement, the completed materials must be forwarded to the contractor within two weeks of placement.
- Copy of the birth certificate, or copy of the request for certification. The department must forward a copy of the birth certificate upon receipt.
- Medical passport, including copy of the Youth Health Record (DHS-1662 [RFF 1662] and DHS-1664 [RFF 1664]) or other documentation of physical and dental examination(s) within the past 12 months and history, including immunization record.
- Copy of the active Medicaid (MA) card or the MA recipient identification (ID) number, or other insurance information, if the child is active for MA and the card is not available. If MA must

be opened for the child, the department shall provide a copy of the MA recipient ID number as soon as available.

- SWSS generated placement outline, if required, or other documentation required by department policy as specified in the department's policy (FOM) or CPA rules.
- Court study(ies)/report(s), if available.
- Educational report(s), if available and applicable.
- Copy(ies) of child's psychological/psychiatric report(s), if available.
- Additional CPS reports must be appropriately redirected and forwarded when completed. (See FOM 722-13 for more information.)

The DHS's local office must be notified, within five (5) working days of the receipt of appropriate referral materials, of the decision to set up the initial interview, reject or accept the referral, and, if accepted, the admission date or status on a waiting list. If an initial interview is held, the department's local office must be notified within three (3) working days of rejection or acceptance of the referral, and if accepted the date of admission or the status on waiting list. (See FOM 912, for more information)